

ATTACHMENT 3

DRMS Recyclable Material Reimbursement Tracking

(See paragraph N, this chapter.)

This program is designed to track the quantity of material each DOD generator contributes to a sale item by DoDAAC. By recording the contribution each generator makes, the system will have a record of how much each generator *or general fund* should receive when the property is paid for and removed by the purchaser. The procedure for using this system is provided below. For information or assistance on using the system, call DSN 932-7294. *For information on property eligible for reimbursement and the percentages of reimbursement, call DSN 932-7217.*

NOTE: *This tracking program is also being used to track turn-ins by Federal Civil Agencies (FCAs) so that DRMS can bill them for services provided. For turn-ins by FCAs, instead of entering a DoDAAC, enter the FEDSTRIP (an activity address code for FCAs). The mailing address entry will be used to send the billing notice to the FCA for the service(s) provided by the DRMO. For information on billing procedures call (DSN) 932-5638 or (DSN) 932-5818.*

A. UPDATE GENERATOR REIMBURSEMENT FILE. The first step in using the system is to enter generator reimbursement information into DAISY. This is a Marketing responsibility. To enter this information, go to the Marketing menu. Select the "Reimbursement Process". Within that process, select "Update Generator Reimbursement File". The primary actions involved are establishing, changing and deleting Fund Cite and Check Mailing Address information for DoDAACs/*FEDSTRIPS*.

NOTE: The system will not process a receipt transaction for property that is reimbursable until a Reimbursement File has been established for the DoDAAC/(*FEDSTRIP*) of the generator turning the property in to the DRMO.

1. ADD FUND CITE INFORMATION. Procedures to do this are provided below.

a. ADD FUND CITE INFORMATION FOR A NEW DoDAAC/*FEDSTRIP*.

(1) Sign on "Update Generator Reimbursement File" process and press (F7).

(2) Enter the DoDAAC/*FEDSTRIP* and press (Enter). If the DoDAAC/*FEDSTRIP* is not in the system, a message will appear on the bottom of the screen "DoDAAC/(*FEDSTRIP*) not on record, continue?" If the answer is "N" (no), the cursor will return to the DoDAAC/*FEDSTRIP* field so the next transaction can be entered. If the answer is "Y" (yes), a pop-up "Local DoDAAC/*FEDSTRIP* Address Screen" will appear to allow entry of the DoDAAC/*FEDSTRIP* address information. The first five (5) positions of the ZIP/APO/FPO Code are required. The last four (4) are optional. When all DoDAAC/*FEDSTRIP* address data is entered, press (F9) to update the information. The cursor will then return to the DoDAAC/*FEDSTRIP* field.

(3) Enter the Reimbursement Code and Fund Cite. (*For FCAs the Reimbursement Code is S and the Fund Cite is 97R2651.*)

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(4) Press (F9) to update the new DoDAAC/*FEDSTRIP* whose reimbursement information you want to update.

b. ADD FUND CITE INFORMATION FOR EXISTING DoDAAC/*FEDSTRIP*.

(1) Sign on "Update Generator Reimbursement File: process and press (F7).

(2) *Enter Local Sale Special Funding Code.*

(3) *Enter DoDAAC/FEDSTRIP and Reimbursement Code.*

(4) *Enter percent of reimbursement.*

(5) *Enter Direct Deposit Indicator*

(6) *Enter the Fund Cite.*

(7) *Press (F9) to enter data in the automated system.*

c. UPDATE FUND CITE INFORMATION ALREADY IN THE AUTOMATED SYSTEM.

(1) Press (F13) and enter the DoDAAC/*FEDSTRIP* whose reimbursement information you want to update.

(2) Press (F3) to collect the information in the automated system. The number of records found will be displayed at the top of the screen (e.g., 1 of 6).

(3) Press (F3) or (F4) to view the records collected.

(4) When you find the record you want to update, enter the required *changes*.

(5) Press (F9) to enter updated information in the automated system.

d. DELETE A DoDAAC/*FEDSTRIP*.

(1) Press (F13), enter the DoDAAC/*FEDSTRIP* you want to find and press (F3) to find individual records for that DoDAAC/*FEDSTRIP*.

(2) Records can be viewed by pressing (F3) or (F4).

(3) When you locate the record you want to delete, press (F18). The record will be removed from the automated system *if there are no DTIDs related to that combination of local DoDAAC/FEDSTRIP, Reimbursement Code and Fund Cite information.*

2. ADD CHECK MAILING ADDRESS INFORMATION. To add check mailing address information, first sign on the "Update Generator Reimbursement File" process and press (F2) to bring up the Check Mailing Address information screen. Procedures for adding various types of information are provided

below.

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a. ADD A NEW DoDAAC/*FEDSTRIP* AND CHECK MAILING ADDRESS INFORMATION.

NOTE: Only valid DoDAACs in the DoDAAF will be entered. No shop codes will be used.

(1) Press (F7), then enter the DoDAAC/*FEDSTRIP* and Reimbursement Code.

(2) Enter a Fund Account Code if applicable. Press (Enter) after entering the Fund Account Code or press (Enter) to pass that field. The cursor will then stop on the Check Mailing Address field.

(3) Enter the Check Mailing Address information. You can enter up to four (4) lines of Check Mailing Address information. However, the fourth (4th) line must be used to enter the city, state and ZIP Code.

(4) Press (F9) to update the added information in the automated system.

b. UPDATE PREVIOUSLY ENTERED CHECK MAILING ADDRESS INFORMATION.

(1) Press (F13) and enter the DoDAAC/*FEDSTRIP*.

(2) Press (F3). This will initiate collection of all mailing address information for that DoDAAC/*FEDSTRIP* in the automated system. The number of records found (e.g., 1 of 4) will be displayed at the top of the screen. Individual records can be viewed by pressing (F3) or (F4).

(3) Find the record you want to change and enter the required address change.

(4) Press (F9) to enter the updated data in the automated system.

c. ADD CHECK MAILING ADDRESS TO AN EXISTING DoDAAC/*FEDSTRIP*.

(1) Press (F7) and enter the DoDAAC/*FEDSTRIP* and Reimbursement Code you want to update.

(2) Enter the Fund Account Code or press (Enter) to pass the Fund Account Code field to reach the Check Mailing Address field. Up to four (4) lines of data can be added. However, the fourth (4th) line of data must contain the city, state and ZIP Code. The first five (5) positions of the ZIP Code are mandatory. The last four (4) positions are optional.

(3) Press (F9) to add new data to the automated system.

d. DELETE A DoDAAC/*FEDSTRIP* AND THE CHECK MAILING ADDRESS INFORMATION.

(1) Press (F13), enter the desired DoDAAC/*FEDSTRIP*.

(2) Press (F3). This will initiate collection of existing Check Mailing Address records for that DoDAAC/*FEDSTRIP*. You can view individual records by pressing (F3) or (F4). Stop when the desired record is located.

(3) Press (F18). The system will remove the record from the Generators Reimbursement File only if there are no DTIDs related to that combination of local DoDAAC/*FEDSTRIP*, Reimbursement Code and Check Mailing Address information.

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NOTE: The system will display one of two messages: "DELETE SUCCESSFUL; PRESS <ENTER>" or "OTHER RECORDS ARE RELATED ON udwrtdid; CANNOT DELETE; PRESS <ENTER>"

3. FINDING DTIDS WHICH REQUIRE REIMBURSEMENT INFORMATION UPDATE. The above processes will not change the reimbursement data stored on the DTID Table. When you change the reimbursement information for a DoDAAC/*FEDSTRIP*, you must locate all DTIDs which contain that information so they can be updated through the Basic Accountable Record Adjustment process.

a. LOCATING THE DTID TABLE. Take these steps:

- (1) Access "DRMO DAISY Menu" and select the "Inquiries Menu".
- (2) On the "Inquiries Menu, select "View DRMO Tables".
- (3) On the "View DRMO Tables Menu", select "View *DRMO* DTID Table".

b. VIEW DTID TABLE ACTIONS: When you find the "View *DRMO* DTID Table", take these actions:

(1) Enter the DoDAAC/*FEDSTRIP* you are searching for followed by an asterisk (*) in the "DTID NO:" field.

(2) Enter the Scrap ID in the "scrap_id" field.

(3) Enter a Record Status Code "Z" in the "rcd_stat_cd:" field.

(4) Press (F3) to find. The number of records found will be displayed at the top of the screen (e.g., 1 of 16). The individual records can be viewed by pressing (F4).

B. RECEIVER ENTRY OF REIMBURSABLE RECEIPTS INTO THE AUTOMATED SYSTEM. Once marketing has entered the required generator reimbursement data into the automated system, warehouse personnel can process reimbursable receipts into the automated system. These receipts are the same as other receipts except you must enter a "1" in the Reimbursement field instead of leaving a blank for non-reimbursable property. Entering a "1" will cause a "Local DoDAAC/(*FEDSTRIP*) Fund Citation" pop-up screen to appear after normal receipt information has been entered and (F9) is pressed. A reimbursable receipt cannot be entered if the required reimbursement data is not present. The following steps show how to relate reimbursement data to a receipt.

1. FINDING FUND CITE/CHECK MAILING ADDRESS INFORMATION. When the "Local DoDAAC/(*FEDSTRIP*) Fund Citation" screen appears, place the cursor on the field you want to view (either the fund cite or the check mailing address). Press (Return) to move between these two (2) fields. To view the records in the selected field, press (F20) and the system will find all fund cite or check mailing address information which is in the automated system.

2. NO RECORDS FOUND. If no records are found for the DoDAAC/*FEDSTRIP*, PRESS (CTRL) (C) to abort the receipt. Notify marketing personnel so the required reimbursement data can be input. After that is done, you should be able to process the receipt.

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3. VIEWING REIMBURSEMENT INFORMATION. Press (F3) or (F4) to view this information. When the desired record is found, check all information in the record to ensure it is correct.

4. ERROR/INFORMATION NOT AVAILABLE. If an error is detected or the required information isn't available, press (CTRL) (C) to terminate processing the reimbursable receipt. Contact marketing personnel so the required information can be corrected/added to the automated system.

5. RECORD UPDATE. When the desired information is located and determined to be correct, press (F9) to add the transaction as a reimbursable receipt.

C. GENERATOR REIMBURSEMENT FILE INQUIRY. If you want to see the Local DoDAAC/*FEDSTRIP* Reimbursement data which has been entered into the automated system, press (F13) and enter a DoDAAC/*FEDSTRIP*, a partial DoDAAC/*FEDSTRIP* with an asterisk (*) or leave the field blank. Next, enter a Reimbursement Code or leave the field blank, and enter a Fund Cite, partial Fund Cite or leave the field blank. When a report is sent to Access Reports, a report sequence number will be displayed on the bottom of the screen.

1. PULL ALL REIMBURSEMENT RECORDS. Leaving all fields blank will cause all generator reimbursement records in the automated system to be pulled.

2. SPECIFIC REIMBURSEMENT REQUEST. Entering more data (e.g., a DoDAAC/*FEDSTRIP*, Reimbursement Code and/or Fund Cite) will reduce the size of the report which is prepared.

3. REPORT FORM SELECTION. The last entry on the screen is to select where you want the results of your inquiry sent. You can select 1 screen only, 2 hard copy only or 3 both screen and hard copy. To print a hard copy, go to "Access Reports" and request the "Current", "Wide", "Marketing reports.

D. SPECIAL FUNDS REPORT PROCESS. This process has three (3) parts which are listed below. The reports which are created are wide type marketing reports. When they are created, the report sequence number will be displayed on the bottom of the screen. The reports can be printed by calling up and requesting copies of these reports through the DRMO Reports process.

1. SCRAP REFERRAL SPECIAL FUNDING SHEET. To request this report, enter the Sales Referral Number desired and the report will be generated. This report lists all Generator DoDAACs/*FEDSTRIP*s and the weight for each reimbursement code with either a Fund Cite or a Check Mailing Address. When an adjustment, either a gain or a loss is made, the system will prorate the weight change for each DoDAAC/*FEDSTRIP* in the Scrap ID.

2. SCRAP IFB SPECIAL FUNDING SHEET. To request this report, enter an IFB Number and the report will be created. This report lists all Generator DoDAACs/*FEDSTRIP*s and the weight for each reimbursement code with either a Fund Cite or a Check Mailing Address. When an adjustment (gain or

loss) is made, the system will prorate the weight change and change the weight for each DoDAAC/*FEDSTRIP* in the Scrap ID.

a. The scrap weight amounts on the IFB Special Funding Sheet reflect the CUMULATIVE weight of all scrap received into the scrap record.

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b. The dollar amount to be reimbursed on the IFB Special Funding Sheet reflects the CUMULATIVE proceeds that are reimbursable to a particular generator. To determine the amount due generators on term sales or multiple deliveries, any proceeds already reimbursed to a generator must be manually deducted from the "Dollar Amount to be Reimbursed". This will require keeping manual/offline records of the amounts reimbursed to generators for each scrap pile. Because the automated system does not track reimbursement payments, keep ALL previous IFB Special Funding sheets to document previous reimbursement weight/proceeds data. Only DoDAACs/*FEDSTRIPs* which require reimbursement, their reimbursement weight and reimbursement amounts are included in the report. Therefore, the sum of the "Reimbursement Weights" and the "Dollar Amounts to be Reimbursed" which are itemized, will often not equal the "Total Weight Removed to Date" and the "Total Proceeds" amounts which are shown at the top of the report. To ensure all weight and proceeds data is current on Term Sale Contracts, enter all receipt and shipment transactions before running the IFB Special Funding Sheet.

c. On term sales, the Scrap ID which is assigned to each IFB/IFB Item Number should remain the same for the duration of the sale contract. At the end of the contract, if a loss/gain scrap transaction is processed, all weight from the "LOSS" Scrap ID will be moved to the "Gain Scrap ID as non-reimbursable property. All reimbursable information (proceeds/weights) on the "Loss" Scrap ID will be lost. It will not be carried forward to the "Gain" Scrap ID. If the DRMO would process deliveries against a Scrap ID until it was zeroed out and then assigned a new Scrap ID to the same IFB/IFB Item Number, they would have to track the reimbursement data under two (2) separate Scrap IDs. Previously, when DRMOs were on the DAISY 3B2, it was often necessary to close some scrap IDs and open new scrap IDs to help system response time. With the HP implementation, this should no longer be necessary.

3. SCRAP REIMBURSEMENT SUMMARY REPORT. To request this report, enter the complete Scrap ID plus a beginning and ending date range for the report. Based on these requirements, a report will be created. It will select all reimbursable DTIDs which were received during the specified date range for the Scrap ID. Non-reimbursable DTIDs will not be listed. Adjusted weights will not be reflected on this report.

NOTE: DTIDs are purged when they are in "Z" status over 150 days. As a result, DTIDs which meet that criterion, will not appear on this report.